



Operating Locally & Collaborating Regionally

Housing Alliance Charter

1. Purpose of the Charter

The Housing Alliance Charter sets out the purpose of the Alliance, principles by which we will collectively operate, composition of the Alliance and operational responsibilities of Members. The Alliance is also governed by the Housing Alliance Memorandum of Understanding signed by each of the Chairpersons of each member organisation. The four parties have set the strategic direction of the alliance by endorsing the strategies and approaches contained in the Positioning Paper “The way forward” and the subsequent 2013/14 Strategic Plan.

2. Purpose of the Housing Alliance

The purpose of the Housing Alliance is;

To share knowledge and build ‘virtual capacity’. Consultancy, legal, technical and other costs can be spread across four organisations. This will build a culture of strategic agility with Housing Alliance members able to effectively respond and innovate for regional solutions to housing need. There are four key objectives for the life of the inaugural Strategic Plan 2013/14 with appropriate governance of the Housing Alliance being a core tenet of the plan.

3. Housing Alliance Principles

- Networking will be a key activity of the alliance including the convening of an annual Housing Alliance forum
- Member Boards will approve an annual budget for contributions to the alliance operational activities
- All business transactions of the alliance are confidential to alliance members unless otherwise determined by all members
- Alliance members must clarify when they are speaking on behalf of the Housing Alliance or their own organisation
- All proposed shared projects will be assessed individually and participation and contributions agreed in advance of the project commencement
- A lead agency will be nominated for each major project, and will be the point of contact
- All alliance projects will have appropriate KPIs developed and measured
- Where a project is of individual benefit to members costs will be shared equally
- Where a project is deemed generic to all partners a property number basis will be used to determine percentage of fee to be paid
- A member may opt out if the project is not relevant to the individual organisation
- If a member chooses not to be involved at the initial stage, the option to buy in at a later date will be available and the member will be required to pay the negotiated fee.
- Any opt out decision by a member should not affect the strategic agility of the Alliance
- At the end of each Strategic Business plan period a full evaluation of outcomes will be undertaken and presented at the annual forum

4. Membership

Membership will be in accordance with the MoU. For the life of the 2013/14 Strategic Plan membership will remain limited to the 4 current organisations. This will best support the ongoing refinement of the model.

Continuing membership in the alliance of any single member organisation is dependant on the ongoing agreement of the other members.

5. Shared Leadership

There is no one leader in the alliance, leadership is shared amongst the members.

6. Exit Clause for Members

Termination of membership of the alliance will be in accordance with the signed MoU.

“Parties may withdraw from this MoU by Board resolution. Such termination advice should be in writing and include reasons for the termination”

7. Intellectual Property

Intellectual Property is owned equally by the members who have purchased the product and copyright is void between members. Any alliance products/publications and intellectual property etc will be copyright to the alliance members.

8. Confidentiality of Members Information

Members will respect the confidentiality of their individual organisations as determined by individual Boards

9. Reporting

A quarterly report will be provided to all member alliance Boards, to be constructed and approved by the Executive Managers. A generic Annual Report on Housing Alliance activities will be developed by Executive Managers for inclusion in each member's Annual Reports

10. Financial Management

Members will contribute to a central fund held by one member. A separate set of accounts will be maintained and six monthly reports on expenditure provided to alliance members for operational expenses. Major costs will be paid by one member, with each other member invoiced in accordance with the principles for contributions, with proof of purchase provided. Accounts will be audited annually by a member of the alliance not holding the funds and a statement provided to all other members.

11. Succession of interest and involvement

Each member organisation will be responsible to ensure that there are mechanisms in place which guarantee new staff/Directors are fully briefed on the role and functions of the alliance to ensure continuity of knowledge and benefits of participation.

Board Members will be encouraged to participate as much as possible in the Housing Alliance as a development activity and to add value to the Alliance.

Reporting of outcomes will be paramount to providing information and maintaining interest.

12. Risk Management

The Alliance Member Boards will have responsibility for risk oversight, with Executive Management having responsibility for identifying and controlling alliance risks.

At August 2013, the identified risks are:

1. Stakeholders cease treating members as individual organisations
2. Loss of reputation - a member's action breaches the spirit of the alliance and reflects negatively on all alliance parties.
3. Operating Models – the differences in how each member organisation operate